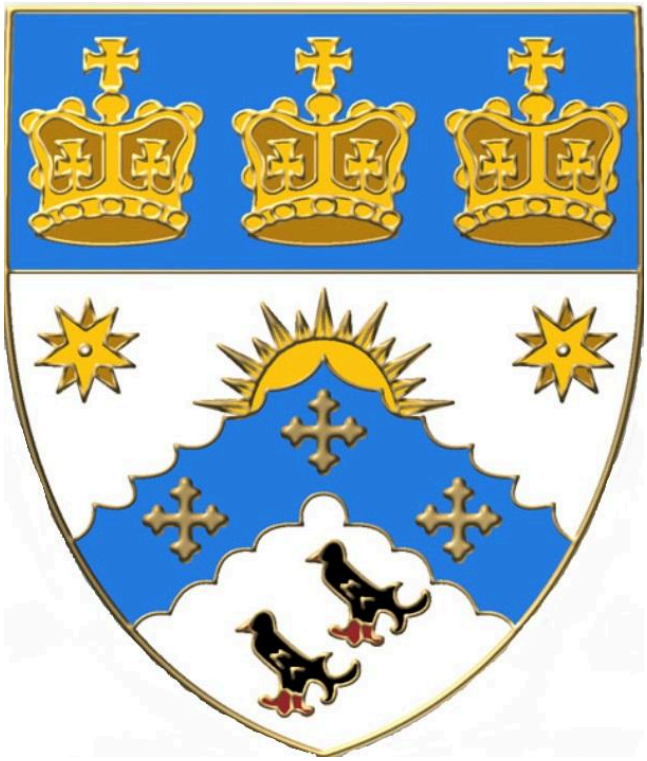
The Rules of Order of the John Jay Society



First Edition

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Introduction

Members of the John Jay Society,

I will write an introduction.

Rule John Jay,
The Parliamentarian

General Rules of Order and Decorum (GROD)

I. In all cases which are not inconsistent with The Society's rules of order or traditions, namely those here established, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all the John Jay Society's (The Society's) parliamentary procedure.

II. The Officers
   A. Each caucus has unique requirements for the officers and these specifics are addressed in the appropriate sections.
   B. The Chairman must appoint a temporary replacement to act in the stead of any absent officer whose attendance is required. To appoint an acting officer, after gaveling in the caucus, the Chairman should declare "{insert full name} is the acting {insert officer title}" and tap the gavel. The Secretary should record in the minutes that "{insert full name} was the acting {insert officer title}." Such appointments are held only until the session is adjourned.
   C. For each caucus, the Chairman and the Secretary have continually procedural duties and are mandated to occupy specific seats. Their seats may never be unoccupied while a caucus is in session. However, both the Chairman and the Secretary are permitted to ask another individual who has previously served in their respective role to relieve them and temporarily fulfill their duties. In that case, a Senior Sometime Chairman should approach the Chairman, shake his right hand, and receive the gavel. Then the Chairman may rise, and the Senior Sometime Chairman should take his seat. For that moment, until he is himself relieved, that Senior Sometime Chairman is serving in the capacity of the Chairman. The process is similar in the Secretary's case.
   D. Henceforth, in this document all officer titles will refer to the individual acting in the capacity of that officer at the time in question. For example "the Chairman" may refer to the Senior Sometime Chairman from the Potomac if he is acting in the capacity of the Chairman at the time in question.
   E. The Chairman reserves the right to order any attendee to leave in the case of exceptionally disorderly conduct. At the discretion of the Chairman, attending a caucus when not properly invited may qualify as exceptionally disorderly conduct.

III. The Setting of The Society's Caucuses
   A. For all of The Society's caucuses, the attendees should form the boundary of an ellipse with the Chairman seated at one vertex and the Secretary seated slightly inside the other vertex. No individual is permitted to sit behind the Chairman or, with the exception of the Secretary, inside the ellipse.
   B. One seat should be placed directly at the Chairman's left hand. This seat can only be occupied by a Senior Sometime Chairman and should be occupied whenever a caucus is in session. Traditionally this is the seat of the Vice Chairman.

C. A small table should be placed at the Chairman's right hand on which are placed several of the relics as described in Section IV, Subsection B.
D. A small table or writing surface must be placed in front of the Right Honorable Secretary.
E. The space in between the Chairman, the Secretary and the boundary formed by the attendees constitutes the floor for the caucus and its minor axis must be at least 3 ft in length.
F. Different caucuses may require specific modifications to the setup of The Society. Such modifications are permissible as established in succeeding sections.

IV. The Relics

A. The following Relics of Society must be present at every caucus: 1) a *King James Bible*, 2) a copy of *The Conservative Mind*, 3) a copy of *The Collected Works of John Jay*, 4) Stuart's *John Jay*, 5) Rembrandt's *Moses Breaking the Tablets of the Law*, 3) Holein's *Portrait of Thomas Moore*, 7) an American Flag, 8) a sword, 9) a gavel and sound block, 10) a sign-in book.
B. The Chairman's gavel and sound block, and the *King James Bible*, *The Conservative Mind,* and *The Collected Works of John Jay* stacked in that order from bottom to top with the spines facing the Secretary should be placed on the small table to the Chairman's right rests
C. All three paintings should be placed behind the Chairman. *John Jay* should sit in the center, while *Moses Breaking the Tablets of the Law* should sit to the Chairman's right and the *Portrait of Thomas Moore* to his left. The American Flag should be hung to the Chairman's right.
D. The sword should remain in the possession of the Sergeant at Arms at all times.
E. The sign-in book is entrusted to the Right Honorable Secretary.

V. The Dress Code

A. The Society maintains a strict dress code at each of its caucuses. Specifically, gentlemen are required to wear a jacket and tie and ladies are required to wear the equivalent.
B. Any individual in violation of The Society's dress code must come into compliance before attaining the floor. If an individual in violation of The Society's dress code attains the floor, then the Chairman should demand his immediate compliance and punish any failure to comply with derecognition.

VI. Addressing Attendees on the Floor

A. On the floor of The Society, only the Chairman may be addressed in the second person as "you."
B. With the exception of the Chairman all individuals may be referred to as "the Gentleman" or "the Lady," whichever is proper.
C. Members of The Society have the default title of "the Whip form {insert place name here}." In general, such places should refer to the location of the Whip's current permanent address and should be given to the precision of a state (or the equivalent). In the case that there are many members from the same place, or simply at the Chairman's discretion, the Chairman may choose to employ a different referent such as town names, whether for the greater precision or improved aesthetics.

D. Members may also be gaveled into The Society with a title and can be addressed accordingly. Such titles take three forms.
    1. First, current officers have their current role as a title.
    2. Second, all former officers possess the title "the Senior Sometime {insert previous role} from {insert place}."
    3. Third, all members may have nicknames granted by the Chairman. To grant a nickname, traditionally in response to a memorable speech, the Chairman declares "{insert full name} is {insert nickname}" and taps the gavel. The Secretary should record this declaration verbatim in the minutes. A member may hold more than one nickname and at any time can be referred to by any of his nicknames.

E. Traditionally,petitioners and guests of The Society cannot possess any special titles. Therefore they should be referred to as the "the Gentleman (or Lady) from {insert place name}."

VII. Obtaining and Using Recognition

A. With the exception of the Chairman, no individual may address the caucus while seated. Furthermore, an individual should remain standing while receiving an answer to a question he asked.

B. The Chairman retains the right to derecognize any individual at any moment, though he is obligated to hear motions and certain points of parliamentary procedure as described below. To derecognize an attendee, the Chairman simply thanks him by saying "[And with that], the Gentleman (or Lady) is thanked" and tapping the gavel. This process is called being thanked by the Chairman.

C. An attendee may obtain and use the floor using only one of the following mechanics. Each mechanic is appropriate under unique conditions and requires an attendee to follow specific procedures.
    1. *Motions* may be made by any attendee to accomplish various tasks during a session, including thanking speakers, entering executive session, and adjourning the caucus. The Chairman is required to hear all motions and may rule any motion as out of order for a specific and valid reason pursuant with the traditions and principles of The Society. Only one motion may be considered at any given time.
        a) To make a motion, an attendee should extend his arm and call "for a motion."
        b) The Chairman recognizes the attendee by saying "for a motion, {insert attendee's title}," at which point the attendee should rise and state "I move that {insert content of the motion}."
        c) Before a motion may be considered by the caucus it must be seconded. After a motion has been made, any attendee can second it simply by raising his arm and saying "seconded." While the Chairman will traditionally ask "Are there any seconds?", it is in order for an attendee to say "seconded" without recognition from the Chairman.

d) After a motion has been seconded, any attendee that disagrees with the proposed motion should object by extending his arm and saying "objection." Once again while the Chairman will traditionally ask "Are there any objections?", it is in order for an attendee to say "objection without recognition from the Chairman.

e) If the motion has been seconded with no objections, the Chairman should state "Seeing seconds and no objections, the motion to {insert content of the motion} carries," and the caucus carries out the motion.

f) If objections are heard, then the Chairman must declare "{Insert attendee's title} has had the motion to {insert content of the motion}."

g) The Chairman may then choose to hear debate on the motion, in which case he will call for speeches using the procedure described in Section VII, Subsection C, Point 3.

h) If the Chairman chooses to forgo debate on the motion, or alternatively when he chooses to end such a debate, the caucus will vote on the motion. A simple majority is required for the motion to carry. To conduct the vote, the Chairman asks "Those in favor?" at which point those in favor should extend their arms and the Secretary will tally their vote. Then the Chairman asks "Those opposed?" and those opposed should extend their arms and the Secretary will tally their vote. Then the Chairman asks "Abstentions?" and those abstain should extend their arms and the Secretary will tally their vote.

i) Any attendee may change their vote until the vote tally has been announced.

j) The Secretary then recites the tally by saying "With *x* votes in favor, *y* votes in opposition and *z* abstentions, the motion {carries/fails to carry}."

k) The Chairman reserves the right to call a recount if there are any concerns about the integrity of the vote tally.

l) If the simple majority had been met by votes in favor, the Chairman shall state "the motion to {insert content of the motion} carries," taps the gavel once, and the caucus carries out the motion.

m) If the simple majority was not met by votes in favor, the Chairman shall state "The motion to {insert content of the motion} fails to carry," taps the gavel once, and the caucus should continue.

2. *Points of Parliamentary Procedure* may be made invoked by an attendee to address matters of parliamentary procedure. There are 4 different types of points of parliamentary procedure and each one is valid under different conditions. To invoke a point of parliamentary procedure an attendee should extend his hand and state "for a point of {insert type of point of parliamentary procedure}"

a) *Points of Order* address procedural errors in the caucus' proceedings.

(1) If an attendee notices a procedural error, that is a deviation from the established procedures and traditions of The Society, he should immediately extend his arm and state "for a point of order."
(2) The Chairman is obligated to immediately hear all points of order. Therefore, after an attendee has called for a point of order, the Chairman must immediately recognize him by declaring "for a point of order, {insert attendee's title]."
(3) Then the recognized attendee should then stand and declare his point of order by saying "Is it not in fact the case that {insert a description of the proper procedure}?"
(4) If the point of order is correct, the Chairman will respond "It is in fact the case" and tap the gavel. The Chairman then thanks the attendee saying "The Gentleman (or Lady) is thanked" and taps the gavel, at which point the attendee may be seated. Then the procedural error must immediately be corrected by the infringing party.
(5) If the point of order is incorrect, the Chairman will respond "It is not in fact the case" and taps the gavel. Then caucus proceeds as before.

b) *Points of Information* allow attendees to gather or provide information related to the content of the caucus.

(1) Points of information may be made at any time the caucus is in session, but out of respect, attendees should refrain from interrupting someone who has the floor unless the point is essential, specifically to correct or clarify a statement of extraordinary interest to the caucus.
(2) Points of information are to provide factual information not debate. Any point of information beyond this scope is out of order.
(3) To invoke a point of information an attendee should extend his hand and state "for a point of information."
(4) The Chairman is not obligated to recognize all points of information. To recognize an attendee for a point of information the Chairman says "For a point of information, {insert attendee's title}."
(5) The recognized attendee should then stand and state his point of information by saying "Is it not in fact the case that {insert relevant factual information}?"
(6) The Chairman may answer "It is in fact the case," "It is not in fact the case," or "The Chair has no such knowledge." Regardless, the Chairman taps the gavel following his ruling, then he thanks the

attendee saying "The Gentleman (or Lady) is thanked" and taps the gavel, at which point the attendee may be seated.

c) *Points of Parliamentary Inquiry* clarify the proper procedure in a given scenario.

(1) Points of parliamentary inquiry may be invoked at time, but out of respect, attendees should refrain from invoking one when an individual has the floor.

(2) If an attendee believes that a point of order may be necessary, but is uncertain or requires clarification, then he should invoke a point of parliamentary inquiry.

(3) To invoke a point of information an attendee should extend his hand and state "for a point of parliamentary inquiry."

(4) The Chairman is not obligated to recognize all points of parliamentary inquiry. To recognize an attendee for a point of information the Chairman says "For a point of parliamentary inquiry, {insert attendee's title}."

(5) The recognized attendee should then stand and make his inquiry by saying "Is it not in fact the case that {insert parliamentary inquiry}?"

(6) The Chairman should answer "It is in fact the case" or "It is not in fact the case" and then tap the gavel. The Chairman may then choose to elaborate on or explain the ruling. Then he thanks the attendee saying "The Gentleman (or Lady) is thanked" and taps the gavel, at which point the attendee may be seated.

(7) For points of parliamentary inquiry, the Chairman may choose to defer to the Parliamentarian, in which case, after the point of inquiry has been presented, but before he has ruled on it, the Chairman should recognize the Parliamentarian for a point of order following the procedure described in Section VII, Subsection C, Point 2, Subpoint a. The Chairman should then rule on the point of parliamentary procedure accordingly.

d) *Points of Personal Privilege* address discomfort or issues that compromise the integrity of an attendee's performance.

(1) Points of personal privilege may be invoked to address minor grievances with the proceedings, especially involving the environment or questions of equal access. For example, a point of personal privilege may be raised by an attendee if excessive noise from the Chambers prevent him from hearing a speaker.

(2) To invoke a point of personal privilege an attendee should extend his hand and state "for a point of personal privilege."

(3) The Chairman is obligated to recognize all points of personal privilege. To recognize an attendee for a point of personal privilege the Chairman says "For a point of personal privilege, {insert attendee's title}."

(4) The recognized attendee should then stand and make his inquiry by saying "Is it not in fact the case that {insert desired adjustment to the proceedings}?"

(5) If the point of personal privilege is reasonable, the Chairman will respond "It is in fact the case" and tap the gavel. The Chairman then thanks the attendee saying "The Gentleman (or Lady) is thanked" and taps the gavel, at which point the attendee may be seated. Then the stated adjustments should be immediately made to the proceedings.

(6) If the point of order is not reasonable, the Chairman will respond "It is not in fact the case" and tap the gavel. Then caucus proceeds as before.

3. *Speeches* may be made by attendees to provide arguments on a motion before the caucus. Most often, speeches will be made on a resolution before a debate caucus. Attendees may make more than one speech on any motion, however no attendee is guaranteed the opportunity to give a speech. The Chairman maintains sole discretion over the selection of speakers and reserves the right to close debate on any motion at any time. To close debate the Chairman simply thanks the current speaker following the procedure in Section VII, Subsection B and does not call for further speeches.

a) Speeches are only in order when the Chairman opens the floor to speeches by asking "Are there any speeches on the motion?" or, if appropriate, "Are there any speeches on the resolution?".

b) To give a speech, an attendee should wait for the Chairman to open the floor to speeches and then extend his arm and call "for a speech."

c) If the Chairman chooses to recognize the attendee he will declare "for a speech, {insert attendee's title}," at which point the attendee should rise, assume the floor, and then begin his speech.

d) At the conclusion of his speech, the attendee must yield following the procedures described in Section VII, Subsection D.

e) *Rebuttals* are a special type of speech that directly critiques and explicitly addresses the speech made by the immediately previous speaker.

(1) Rebuttals are only in order if the conditions for speeches are satisfied and there has been at least one previous speech on the motion being considered.

(2) To give a rebuttal, an attendee should wait for the Chairman to open the floor to speeches and then extend his arm and call "for a rebuttal."
(3) The process of recognition and derecognition for rebuttals is identical to those for normal speeches.
(4) While the Chairman may choose speeches in any order he wishes, traditionally priority is given to rebuttals.
(5) The Chairman should ensure that any attendee recognized for a rebuttal does in fact directly critique and explicitly address the speech made by the immediately previous speaker

4. *Questions* may be asked by any attendee to clarify and explore any content presented by a speaker. There is no limit on the number of questions an attendee may ask any speaker, however no attendee is guaranteed the opportunity to ask a question. The Chairman maintains sole discretion over the selection of questions and reserves the right to end the questioning of any speaker at any time.
    a) Questions are only in order if a speaker yields to questions using the procedure described in Section VII, Subsection C, Point 2 and if the Chairman opens the floor to questions by asking "Are there any questions for the Gentleman (of Lady)?".
    b) To ask a question, an attendee should wait for the Chairman to open the floor to questions and then extend his arm and call "For a question."
    c) If the Chairman chooses to recognize the attendee he will declare "For a question, {insert attendee's title}," at which point the attendee should stand, and state his question. The attendee should remain standing throughout the speaker's response.
    d) Once his question has been answered by the speaker, the attendee may choose to ask a follow-up question using the procedure described in Section VII, Subsection C, Point 4, Subpoint e, Sub-subpoint (1). Otherwise, the attendee is thanked by the Chairman following the procedure described in Section VII, Subsection B and may be seated.
    e) After a questioner has been thanked, the Chairman must choose whether to reopen the floor to questions or to end the period of question by thanking the speaker using the procedure described in Section VII, Subsection B.
    f) *Special Questions* allow attendees to pursue lines of questioning to further explore speeches and are especially useful in realizing tensions or contradictions in presented arguments. No attendee is guaranteed the opportunity to ask a special question. Each type of special question has unique conditions under which they are appropriate.

(1) *Follow-up questions* allow an attendee to ask another question immediately following a question he asked a speaker.
    (a) A follow-up question is only in order when the attendee requesting the follow-up question has just asked the current speaker a question, has received an answer immediately preceding his request, and has not yet been thanked by the Chairman.
    (b) The content of a follow-up question should directly relate to the previous question.
    (c) There is no limit on the number of follow-ups questions that a given attendee may ask.
    (d) It is considered respectful to allow a speaker to answer a question without interrupting him, however if a speaker is currently asking an attendee's question, the attendee may interrupt him and ask for an immediate follow-up. It is at the Chairman discretion whether the speaker should be allowed to finish his response before recognizing the follow-up question.
    (e) To ask a follow-up question, an attendee, currently in the process of questioning a speaker, should remain standing, extend his arm, and call "For a follow-up [question]."
    (f) If the Chairman chooses to accept the follow-up question, he will declare "For a follow-up [question, {insert attendee's title}]," at which point the attendee should state his follow-up question. The attendee should remain standing throughout the speaker's response.
    (g) The procedure then continues from Section VII, Subsection C, Point 4, subpoint d.
(2) *Related questions* allow an attendee to ask a question immediately following a related question that a different attendee asked a speaker.
    (a) A related question is only in order if the attendee requesting the related question did not ask the current speaker the question which occasioned the response immediately preceding his request for a related question.
    (b) The content of a related question should directly relate to the previous question.
    (c) In general, follow-up questions take priority over related questions.

(d) It is considered respectful to allow a speaker to answer a question without interrupting him, however if a speaker is currently asking an attendee's question, a different attendee may interrupt him and ask for an immediate related question. It is at the Chairman discretion whether the speaker should be allowed to finish his response before recognizing the related question.

(e) To ask a related question, an attendee, not currently in the process of questioning a speaker, should extend his arm, and call "For a related [question]." Then he should say a short phrase, preferably one word describing the content of his question.

(f) If the Chairman chooses to accept the related question, he will thank the current questioner using the process described in Section VII, Subsection B and will declare "For a related question, {insert attendee's title}," at which point the attendee who requested the related question should stand and state his follow-up question. The attendee should remain standing throughout the speaker's response.

(g) The procedure then continues from Section VII, Subsection C, Point 4, subpoint d.

(3) *Dichotomies* allow an attendee to force a speaker to choose between two options.

(a) Dichotomies are in order whenever any type of question is in order, however similar restrictions apply. Specifically, a dichotomy asked when a follow-up or related question is in order, but not a generic question is not (i.e. an attendee is currently in the process of questioning the speaker), then the dichotomy must directly relate to the previous question. In this case the dichotomy should be called a "related dichotomy."

(b) Dichotomies should present 2 strongly opposed, generally opposite, ideas. The 2 ideas should be phrased as simply as possible as two, mutually exclusive, options.

(c) To ask a dichotomy, an attendee should extend his arm, and call "For a (related) dichotomy."

(d) If a Chairman chooses to accept a dichotomy he recognizes the attendee following the process for a question, a follow-up question, or a related question, whichever is

appropriate, with the modification of calling for a dichotomy. For example, if the floor is open to questions and an attendee calls for dichotomy, the Chairman will recognize him by saying "For a dichotomy, {insert attendee's title}," at which point the attendee may stand and deliver his dichotomy.

(e) To deliver a dichotomy, an appropriate recognized attendee should state one option, pause, and then state the other option. The first option is called the former, and the second is called the latter.

(f) The speaker may answer a dichotomy only in one of the following ways: "the former," "the latter," the former verbatim, or the latter verbatim.

(g) The procedure then continues from Section VII, Subsection C, Point 4, subpoint d.

g) *Duels* are a special form of questioning that allow an extended uninterrupted interaction between the speaker and an attendee. No attendee is guaranteed the opportunity to duel.

(1) Duels are in order whenever any type of question is in order.

(2) To request a duel, an attendee should extend his arm and call "For a duel."

(3) During an extended line of questioning between the speaker and an attendee which may be better suited for a duel, other attendees may recommend a duel by calling "for a duel."

(4) If the Chairman agrees to duel, he should ask both parties, the speaker and the questioner, if they accept the duel. If either declines, then the Chairman should once again open the floor to questions. However, if both accept then the Chairman should recognize the attendee for the duel.

(5) To recognize an attendee for a duel, the Chairman will declare "For a duel, {insert attendee's title}," at which point the attendee should stand and assume the floor with the speaker. Traditionally, the speaker and the recognized attendee should pace in a circle for the duration of their duel. They may speak to each other freely without asking the Chairman for follow-up questions. However, both participants are still addressing the Chairman and should particularly remember Section IV, Subsection A.

(6) A duel ends when the question yields the floor following the procedure described in Section VII, Subsection D, Point 1.

Additionally, the Chairman may terminate a duel at any time by thanking the questioner as described in Section VII, Subsection D, but he traditionally will first allow both parties to make a final statement.

(7) After a duel the Chairman should either reopen the floor to questions or thank the speaker.

5. *Announcements* allow attendees to present information to the caucus when it is not considering a motion. Typically, announcements inform attendees about Society affairs and upcoming Society events. There is no limit on the number of announcements an attendee may make, however no attendee is guaranteed the opportunity to make an announcement. The Chairman maintains sole discretion over the selection of announcements.
    a) Announcements are only in order when there are no motions before the caucus. Traditionally, the Chairman opens the floor to announcements by asking "Are there any announcements from the body?".
    b) To make an announcement, an attendee should extend his arm and call "For an announcement."
    c) If the Chairman chooses to recognize the attendee he will declare "For an announcement, {insert attendee's title}," at which point the attendee should assume the floor, and state his announcement.
    d) At the conclusion of his announcement, the attendee must yield following the procedures described in Section VII, Subsection D.
6. *Quarrels* allow attendees to address grievances with a record submitted to the caucus for approval. Specifically, quarrels allow attendees to address any inaccuracies in the Secretary's minutes.
    a) Quarrels are only in order after the Secretary has presented and submitted his minutes, and when the Chairman opens the floor to quarrels by asking "Are there any quarrels with the minutes?".
    b) To raise a quarrel, an attendee should extend his arm and call "For a quarrel." In the case that an attendee has more than one quarrel he should call "For a number of quarrels."
    c) The Chairman is obligated to hear all quarrels. To recognize an attendee for a quarrel he will declare "For a (number of) quarrel(s), {insert attendee's title}."
    d) The recognized attendee should then stand and make his quarrel(s) by saying "Is it not in fact the case that {insert quarrel 1}?... Is it not in fact the case that {insert quarrel *n*}?".
    e) For each quarrel, the Chairman will rule appropriately by declaring either "It is in fact the case" or "It is not in fact the case" and then taping the gavel.

f) After the ruling on his quarrels, the Chairman should thank the recognized attendee and then reopen the floor to quarrels.

D. When an attendee has the floor, he yields either to the floor or to questions. Alternatively, he may lose the floor at any moment if the Chairman thanks him as described in Section VII, Subsection B.

1. *Yielding the Floor* allows a speaker to leave the floor as soon as he has finished addressing the caucus. However it does not allow any attendees to question the speaker and should only be invoked when there is a significant need to save time.
    a) To yield the floor, a speaker should simply state "[And with that,] I yield the floor," and must then leave the floor immediately.
    b) After a speaker has yielded the floor, the Chairman must choose whether to reopen the floor appropriately or to advance the caucus either into consideration of a motion or out of debate on a motion, whichever is appropriate.
2. *Yielding to Questions* allows attendees to ask the speaker questions and is the preferred method of yielding.
    a) To yield to questions, a speaker should simply state "[And with that,] I yield to questions."
    b) The caucus then follows the questioning procedure described in Section VII, Subsection C, Point 4.
    c) If a speaker yields to questions, he must remain on the floor answering questions until the Chairman thanks him as described in Section VII, Subsection B.

E. A speaker must request a prop for anything he wishes to hold in his hands.
    1. To request a prop he should simply say "For a prop?".
    2. The Chairman approves the prop by replying "For a prop, [{insert attendee's title}]."
    3. A speaker is out of order if he holds anything that the Chairman has not approved as a prop.

VIII. Executive Session

A. Certain caucuses, specifically the induction and the election caucuses, operate in an executive session.

B. Only members may be present during an executive session, except that a petitioner may be present at an induction caucus during his standing.

C. Only members may move that the caucus enters executive session and should follow the procedure described in Section VII, Subsection C, Point 1 with the motion "I move this caucus enters executive session."

D. Only members may move that the caucus exits executive session and should follow the procedure described in Section VII, Subsection C, Point 1 with the motion "I move this caucus exits executive session."

E. While in executive session, the Right Honorable Secretary should only record when the caucus enters and exits executive session, including when it enters into and returns from recess, and whatever else may be specifically required by the particular caucus.

IX. Recess

A. At any time the Chairman may

Caucus Rules of Procedure

The Debate Caucus Procedure

Perhaps add a brief description of the debate caucus here

I. The Duties of the Officers during the Debate Caucus

A. The Chairman

1. The Chairman presides over the debate caucus. He calls to order and adjourns the caucus at the proper times and governs all its proceedings according to the General Rules of Order and Decorumand the Debate Caucus Procedure.
2. The Chairman must ensure that all necessary officer duties are fulfilled, especially by appointed temporary officers using the procedure described in GROD, Section II, Subsection B.
3. The Chairman must be seated as described in GROD, Section III, Subsection A.
4. There must be an acting Chairman at all times while the debate caucus is in session.

B. The Vice Chairman

1. The Vice Chairman assists the Chairman in all his duties, specifically by reminding him of the rules of order and proper procedures and advising him in matters of judgment.
2. The Vice Chairman is not obligated to sit in a certain location during the debate caucus, but traditionally sits at the Chairman's left hand as described in GROD, Section III, Subsection B.
3. In the case of the Chairman’s absence, the Vice Chairman serves in his place and must fulfill all his duties.

C. The Right Honorable Secretary

1. The Right Honorable Secretary records the minutes while the debate caucus is in session. The Right Honorable Secretary’s debate caucus minutes should record when the caucus entered session, temporary officer appointments, announcements, the drink of the night, resolutions, motions, speakers and brief summaries of their speeches, duels, any given nicknames, vote tallies, when the caucus adjourned, and any other pertinent information. The Right Honorable Secretary is also responsible for reading the previous session’s minutes at each debate caucus.
2. The Right Honorable Secretary is charged with recording the attendance of each debate caucus by having each attendee sign their name with their title in the Sign-in book. The Chairman and the Vice Chairman, in that order, traditionally sign the book first.
3. The Right Honorable Secretary must be seated as described in GROD, Section III, Subsection A.
4. There must be an acting Right Honorable Secretary at all times while the debate caucus is in session.

D. The Right Honorable Chief Whip
    1. The Right Honorable Chief Whip attends to any petitioners present at a debate caucus. He should answer their questions and advise them, especially on matters of procedure or the process of becoming a member, and generally ensures their orderly behavior throughout the caucus.
    2. The Right Honorable Chief Whip is also responsible for ensuring that all guests and petitioners were properly invited. If an individual was not properly invited, The Right Honorable Chief Whip must inform the Chairman immediately.
    3. The Right Honorable Chief Whip is not obligated to sit in a certain location during the debate caucus.

E. The Vice Chief Whip
    1. The Vice Chief Whip assists the Right Honorable Chief Whip in all his responsibilities.
    2. The Vice Chief Whip is not obligated to sit in a certain location during the debate caucus.

F. His Grace, the Treasurer
    1. His Grace, the Treasurer has no formal obligation during the debate caucus, but should encourage all attendees to dine with The Society following its adjournment and should remind all attendees of the appropriate spending limits.
    2. His Grace, the Treasurer is not obligated to sit in a certain location during the debate caucus.

G. The Lord Great Chamberlain
    1. The Lord Great Chamberlain is responsible for presenting the drink of the night, serving the drink of the night, and providing refreshments to all attendees.
    2. The Lord Great Chamberlain is also responsible for maintaining and ensuring the order of the Chambers, which is where drinks are made and served, and, throughout the Caucus, where attendees can gather to discuss freely. Furthermore, The Lord Great Chamberlain must close the Chambers whenever requested by the Chairman or whenever the caucus prepares for a vote.
    3. The Lord Great Chamberlain is not obligated to sit in a certain location during the debate caucus.
    4. There must be an acting Lord Great Chamberlain at all times while the debate caucus is in session.

H. The Vice Chamberlain
    1. The Vice Chamberlain assists The Lord Great Chamberlain in all his responsibilities.
    2. The Vice Chamberlain is not obligated to sit in a certain location during the debate caucus.
    3. In the case of the Lord Great Chamberlain's absence, the Vice Chamberlain serves in his place and must fulfill all his duties.

I. The Sergeant at Arms
    1. The Sergeant at Arms is responsible for ensuring the orderly conduct of all attendees. If the Chairman deems any attendee to be exceptionally out of order and orders his removal pursuant with GROD, Section II, Subsection E, the Sergeant at Arms must escort that attendee out of the debate and ensure that he does not return while the debate caucus is in session.
    2. The Sergeant at Arms is also responsible for clearing the lobbies whenever requested by the Chairman or whenever the caucus prepares for a vote.
    3. The Sergeant at Arms is not obligated to sit in a certain location during the debate caucus.
    4. There must be an acting Sergeant at Arms at all times while the debate caucus is in session.

J. The Parliamentarian
    1. The Parliamentarian ensures compliance with the General Rules of Order and Decorumand the Debate Caucus Procedure whenever the debate caucus is in session. He may address any deviations through points of order or otherwise informing the Chairman.
    2. The Parliamentarian is also responsible for assisting the Chairman as necessary with any point of parliamentary inquiry.
    3. The Parliamentarian is also responsible for ensuring the delivery and setup of the relics as described in GROD, Section IV.
    4. The Parliamentarian is not obligated to sit in a certain location during the debate caucus.
    5. There must be an acting Parliamentarian at all times while the debate caucus is in session.

K. The Historian
    1. The Historian has no specific responsibilities while the debate caucus is in session.
    2. The Historian is not obligated to sit in a certain location while the debate caucus is in session.

L. The Bard
    1. The Bard is responsible for distributing song sheets, particularly to petitioners and guests, as necessary.
    2. The Bard is not obligated to sit in a certain location while the debate caucus is in session.

II. The Debate Caucus
    A. Unless otherwise specified, all the General Rules of Order and Decorum govern the proceedings of the debate caucus.
    B. The Entrance of the Chairman

1. While the Chairman is not in room hosting the debate caucus, the Sergeant at Arms announces "All rise for the Lord Chairman" and all attendees must immediately stand and ensure that they are not standing on the caucus' debate floor.
2. The Chairman enters the room and proceeds to his proper seat. While still standing he announces "I do hereby call this debate caucus of the John Jay Society into order" and taps his gavel twice. At this moment the debate caucus enters into session.

C. The Pledge of Allegiance and "Stand, Columbia"
    1. Immediately after calling the debate caucus into order, the Chairman should declare "the Pledge of Allegiance." In general, the Chairman and each attendee, while still standing at attention, should face the flag, place his right hand over his heart, and recite the Pledge of Allegiance. In all cases, each attendee should abide by the rules established in the United States Code. Disrespecting or casting contempt upon the flag is out of order.
    2. At the conclusion of the Pledge, the Chairman should again face the caucus and declare "'Stand, Columbia.'" Then, he should lead the caucus in singing all three verses of "Stand, Columbia."

D. The Minutes
    1. At the conclusion of "Stand, Columbia," the Chairman should declare "Shall the Right Honorable Secretary remain standing and recite the minutes from the last debate?". The Chairman then takes his seat and all attendees, except the Right Honorable Secretary may also sit.
    2. The Right Honorable Secretary then recites the minutes while standing.
    3. After the Right Honorable Secretary has presented and submitted his minutes, the Chairman opens the floor to quarrels by asking "Are there any quarrels with the minutes?".
    4. The process of raising and addressing quarrels follows GROD, Section VII, Subsection C, Point 6.
    5. The Right Honorable Secretary must note any quarrel that the Chairman accepts by ruling "It is fact the case" and appropriately amend the minutes.
    6. After all quarrels have been heard, the caucus must approve the minutes.
        a) If no quarrels are accepted, then the Chairman states "These minutes are hereby approved as read" and taps the gavel.
        b) If any quarrel is accepted, then the Chairman states "These minutes are hereby approved as amended" and taps the gavel.
    7. Once the minutes have been approved the Chairman should thank the Right Honorable Secretary who may then be seated.

E. Announcements from the Body
    1. After the minutes have been approved, the Chairman explicitly opens the floor to announcements by asking "Are there any announcements from the body?"

2. The process of requesting and making announcements follows the procedure described in GROD, Section VII, Subsection C, Point 5.
3. When all announcements have been heard or the Chairman decides to proceed, the Chairman will declare "For perhaps a final announcement, shall the Lord Great Chamberlain announce the drink of the Night?". The Lord Great Chamberlain is then recognized for an announcement and assumes the floor with the drink of the night.
    a) The Lord Great Chamberlain's announcement should creatively introduce the caucus to the drink of the night. He should connect the drink of the night with the planned resolution.
    b) The Lord Great Chamberlain is bound by the normal procedure for making announcements with three exceptions.
        (1) First, the Lord Great Chamberlain does not need to request a prop for the drink of the night.
        (2) Second, to end his announcement, the Lord Great Chamberlain hands the drink of the night to the Chairman. Upon receiving the drink of the night, the Chairman should taste it and comment "It is very good" or some near variation.
        (3) Third, the Lord Great Chamberlain must accept questions. After commenting on the drink of the night, the Chairman should ask "Are there any questions for the Lord Great Chamberlain?". Question proceeds according to the procedure described in GROD, Section VII, Subsection C, Point 4.

F. Speeches on the Resolution
1. After the Lord Great Chamberlain has been thanked the Chairman asks "shall the Right Honorable Secretary announce the resolution?". The Right Honorable Secretary then stands, recites the resolution verbatim, and is seated.
2. After the resolution has been read, the Chairman should ask "Are there any speeches on the resolution?".
3. The debate caucus then follows the procedures described in GROD, Section VII, Subsection C, Point 3.

G. Voting on the Resolution
1. When all offered speeches have been exhausted or simply at the Chairman's discretion, the Chairman will ask "Shall the Sergeant at Arms clear the lobbies?". The Sergeant at Arms should proceed to the lobbies and loudly announce "Clear the lobbies" several times. Simultaneously, the Lord Great Chamberlain should usher any attendees from the chambers back to the debate room.

2. When the Sergeant at Arms returns he announces to the Chairman "My Lord Chairman, the lobbies have been cleared." Immediately, the Lord Great Chamberlain announces "My Lord Chairman, the chambers have been closed."
3. The Chairman then asks "Shall the Right Honorable Secretary repeat the resolution?". The Right Honorable Secretary then stands and recites the resolution verbatim.
4. The caucus then follows the voting procedure described in GROD, Section VII, Subsection C, Point 1 except that the Chairman will ask replace "those in favor" with "votes in the affirmative," "those opposed" with "votes in the negative," and either "motion" with "resolution."

H. Final Announcements from the Body
1. After the voting procedure concludes, the Chairman once again explicitly opens the floor to announcements by asking "Are there any final announcements from the body?"
2. The process of requesting and making announcements follows the procedure described in GROD, Section VII, Subsection C, Point 5.
3. The Chairman should call for final announcements after the caucus votes on any resolution. Therefore, if motions to adopt another resolution carries following the procedure in Section II, Subsection I, Point 3, the Chairman may ask for final announcements more than once.

I. Motions from the Body
1. Throughout the proceedings of the debate caucus attendees make appropriate motions using the procedure described in GROD, Section VII, Subsection C, Point 1.
2. After a petitioner or guest makes his maiden speech on the floor of the John Jay Society, it is traditional that a member makes a motion thanking him. Such a motion should be made immediately after the petitioner or guest is thanked by the Chairman and takes precedence over any other motion.
    a) In this case the Chairman may ask "Are there any appropriate motions?". A member should extend his hand and call "for a[n] [appropriate] motion."
    b) Following the procedure in GROD, Section VII, Subsection C, Point 1, once recognized the member should state "I move that the Gentleman (or Lady) be thanked for his (or her) [most excellent] maiden speech on the floor of the John Jay Society."
    c) After the motion has been seconded following the normal procedure, the Chairman should state "as objections are out of order, seeing seconds, the Gentleman (or Lady) is thanked for his (or her) [most excellent] maiden speech on the floor of the John Jay Society."
3. Attendees can also make a motion to adopt a new resolution using the procedure described in GROD, Section VII, Subsection C, Point 1.

a) The debate caucus may only debate one resolution at a time. Therefore a motion to adopt a new resolution is out of order if the Right Honorable Secretary has announced another resolution that has not yet been voted on by the debate caucus.
b) In accordance with the GROD, once recognized, an attendee making a motion to adopt a new resolution should state simply "I move, Resolved, That {insert the statement of the proposed resolution}" and the normal procedure is followed to determine whether the motion carries. Note that any vote on this motion is not a vote on the proposed resolution, but rather a vote on whether the caucus should debate the proposed resolution.
c) If a motion to consider a new resolution carries, the procedure will resume for Section II, Subsection F with the Chairman asking the Secretary to read the resolution.
d) A motion to adjourn takes precedence over a motion to consider a new resolution.

J. The Adjournment
1. After final announcements have been exhausted, or at the Chairman's discretion, the Chairman should ask "Are there any appropriate motions from the body?".
2. An attendee, traditionally the Secretary, should extend his arm and call "For an appropriate motion?". The Chairman should immediately recognize him.
3. Once recognized, the attendee should make the motion to adjourn by saying "I move this debate caucus adjourn to Tom's Diner, as is traditional."
4. The caucus then follows the standard procedure for addressing motions as described in GROD, Section VII, Subsection C, Point 1 excepting in the case that motion carries, the Chairman states "This debate caucus stands adjourned to Tom's Diner as is traditional" and taps the gavel twice.
5. The motion to adjourn is out of order if the debate caucus has not yet voted on an announced resolution. In all other cases, the motion to adjourn is in order if any motion is in order.

K. "John Jay Will Rule the Day"
1. After the adjournment of the debate caucus, all attendees should form a circle and sing "John Jay Will Rule the Day."

III. Modifications to the Debate Procedure Under Special Circumstances
A. First Debate under a Chairman
B. Final Debate under a Chairman

The Induction Caucus Procedure

Perhaps add a brief description of the Induction Caucus here

IV. Modifications to the Setting of the Induction Caucus
    A. Lighting
    B. Chair in Center
    C. Members sitting behind the petitioner

V. The Duties of the Officers during the Induction Caucus

VI. The Induction Caucus
    A. Unless otherwise specified, all the General Rules of Order and Decorum govern the proceedings of the debate caucus.
    B. Beginning the Induction Caucus and Entering Executive Session
        1. The induction caucus begins exactly as a debate caucus, following the procedure described in Section II, Subsection B-C,E, Points 1 and 2, except in calling the caucus to order the Chairman will say "induction caucus" rather than "debate caucus." Furthermore Section II, Subsection D is omitted, i.e. no minutes are read at an induction caucus. Immediately following "Stand, Columbia," the Chairman calls for announcements.
        2. After announcements have been exhausted or at the Chairman discretion, the Chairman should ask "Are there any appropriate motions from the body?".
        3. A member should then make a motion to move the caucus into executive session following the procedure described in GROD, Section VIII.
    C. Entrance of the Petitioner
        1. When the caucus is in executive session and when a petitioner is ready for his standing, Sergeant at Arms should escort the blindfolded petitioner into the room hosting the induction caucus and lead him to sit in the chair in the center of the floor.
        2. The induction caucus should sit in silence for some time.
    D. Memorization
        1. Then the Chairman should signal to all present members and lightly tap the gavel. At this point all present members should ask in unison "What is the Declaration of Independence?".
        2. The petitioner must then recite the Declaration of Independence.
        3. No present member should speak until this recitation has concluded. However at the signal of the Chairman the Right Honorable Secretary may assist the petitioner in recalling the Declaration of Independence.
        4. The petitioner should then be asked to recite all of the other memorization material. Accordingly, the caucus repeats the procedure of Section VI, Subsection H-I with the Preamble to the Constitution of the United States, the eight names inscribed on the

front of Butler Library, the inscription on the front of Low Library, and the Columbia Motto, in Latin and in English, as well as where it comes from.

E. The Tetralogia and Questioning
    1. Once the petitioner has finished his recitations, the Sergeant at Arms removes his blindfold and orders him to face forward.
    2. Until the end of Section VI, Subsection E if the petitioner turns his head the Chairman should loudly order him to face forward.
    3. The Chairman should declare "{insert petitioners full name} you are being considered for membership in the John Jay Society, and membership in The Society is for life at least. All proceedings of this caucus are to be kept strictly confidential."
    4. The Tetralogia
F. Removal of the Petitioner
    1. When the Chairman again strict the gavel, the Sergeant at Arms should rise and blindfold the petitioner.
    2. Then the Sergeant at Arms should escort the Petitioner out of the room
G. Deliberation
    1. Once the petitioner has been removed, the Chairman will ask "Are there any motions from the body?".
    2. If any present member believes the petitioner is unfit for membership given comments made in his standing, he should follow the procedure in GROD, Section VII, Subsection C, Point 1 to make the motion "I move that The Society should not induct {insert petitioners title}."
    3. The Chairman may call for any speeches on the motion as described in Section VII, Subsection C, Point 1 and 3.
    4. In a deviation from GROD, Section VII, Subsection C, Point 1, this motion is not voted on, but rather is decided solely by the Chairman. Once he has ended debate on motion, the Chairman rules "The motion carries" or the "The motion fails to carry" and taps the gavel.
H. Return of the Petitioner
    1. If there is no motion to not induct the Petitioner or if such a motion does not carry, then the petitioner should be returned to the room hosting the induction caucus at some later time.
    2. In this case, the Sergeant at Arms should agin escort the blindfolded petitioner into the room hosting the induction caucus and lead him to sit in the chair in the center of the floor. Then the Sergeant at Arms should remove the petitioner's blindfold.
I. Induction of the Petitioner
    1. The Chairman should order the petitioner to raise his left hand and place his right hand on a Bible held by the Sergeant at Arms.

2. The Right Honorable Secretary then leads the petitioner through the Pledge of the John Jay Society which is recorded below.

> I, [First, Middle, Last Name], do solemnly and sincerely pledge to honor and uphold the members, character, and traditions of the John Jay Society;
> To defend the dignity of her members in whatever context it may be required;
> To cherish their company;
> To fraternally correct their vices;
> And to stand by them in preserving prudence, justice, temperance, and fortitude against the enemies of truth, goodness, and beauty;
> To seek truth above my own self;
> To believe through reason and to defend belief through faith;
> And to live and speak with understanding, magnanimity, and humility;
> To keep nebulous her secrets, even to those who genuinely seek membership;
> To foster a community where conservatism thrives;
> To preserve and hand down her habits, customs, and practices;
> And to always ensure her constancy.
> In the discharge of these duties, may I always service her name well.
> So help me God.

3. After the petitioner has taken the Pledge, the Chairman should command him to "Take a knee."
4. The Chairman should rise, draw the relic sword, and tap the petitioner's shoulders with the blade three times, beginning on the right and switching each time. Simultaneously the Chairman should declare "{insert petitioner's full name}, I induct you as a member of the John Jay Society. Rise." The Chairman should then congratulate the newest member of The Society
5. All members present should sing verses from "Oriuntur Ut Luces" as chosen by the Chairman and should congratulate the newest member of The Society.
6. The Secretary should hand the newest member of The Society an appropriate inscribed copy of *Roots of American Order*

J. The caucus should repeat Section VI, Subsection C-I for each petitioner as appropriate.

K. Ending the Induction Caucus

1. Once all invited petitioners have had their standings, the Chairman should ask "Are there any appropriate motions from the body."
2. A member should then make a motion to exit executive session following the procedure described in GROD, Section VIII.
3. Once the caucus is no longer in executive session, the induction caucus should follow the standard debate procedure starting at Section II, Subsection H.

The Election Caucus Procedure

Perhaps add a brief description of the Election Caucus here

VII. Modifications to the Setting of the Election Caucus

VIII. The Duties of the Officers during the Election Caucus

IX. The Election Caucus

The Toasting Session Procedure

Perhaps add a brief description of the Toasting Session here

X. Modifications to the Setting of the Toasting Session
   - A. Chairman seated at a table
   - B. Required seating for Senior Sometime Chairmen

XI. The Duties of the Officers during the Toasting Session
   - A. Required seating for officers

XII. The Toasting Session
   - A. Unless otherwise specified, all the General Rules of Order and Decorum govern the proceedings of the debate caucus.
   - B. Only members are permitted to attend a toasting session.
   - C. Beginning the Toasting Session
     1. The toasting session begins exactly as a debate caucus, following the procedure described in Section II, Subsection B-E, Points 1 and 2, except "induction caucus" should always replace "debate caucus" and "debate."
     2. The Chairman should recognize a Senior Sometime Chairman, traditionally the Senior Sometime Chairman from the Potomac, for an announcement regarding the purpose and beauty of toasting sessions.
     3. Once all regular announcements have been exhausted or at the discretion of the Chairman, the Chairman will recognize the Vice Chairman for a traditional announcement by saying, "The Vice Chairman, for a traditional announcement".
     4. The Vice Chairman should rise and with a very brief introduction read the English translation of the songbook prelude, recorded below

        Prima Editio version translated:
        Dear Member of The Society,
        The John Jay Society is greatly enhanced by the fruit of the great Bard cultivated in this little book of songs, for the musical tradition of the West is a treasure of inestimable value. With great care, these songs were selected to be the exemplars among the best. With tedious precision these songs were curated to reflect the same beauty found within them. With articulate ardor some of these songs were even composed by members of the society to celebrate and venerate The Society herself and what she holds most dear or to

console her most discombobulated opponents. After all, on the fields of war, what else can bring victory than humor, especially at Columbia where it is most devoid? When you sing these songs, you will build up together with your Societal brethren a pleasant land (locus amoenum), where you affectionately honor our civilization, our country, our faith, and our principles in fullness of truth. In that pleasant land will you meet your true brothers and sisters, and with them in melody and song will you grow as one mind from many voices. There, principles will not only resound, but will sprout up inside of you, with the result that you more forcefully invoke their truth. Tend for your life by these songs, and you shall never falter in your beliefs. If you do nothing else, you must sing. Plant these songs in your life. Signed, The Bard

5. The Vice Chairman should yield the floor following the procedure described in GROD, Section VII, Subsection D, Point 1.
6. Once the Vice Chairman has yielded the floor, the Lord Great Chamberlain should extend his hand and call "For a rhyme." The Chairman will recognize the Lord Great Chamberlain by saying "For a rhyme, the Lord Great Chamberlain."
7. Without asking for a prop, the Lord Great Chamberlain assumes the floor and holding the chalice before him should declaim:

   "*As Master of the Chamber,*
   The duty falls on me
   To offer this libation
   And fill us all with glee.
   Drink ye deep and be ye merry.
   Let no long face be founded
   While silver-chaliced purple mist
   And merriment abound."
8. While still holding the chalice, the Lord Great Chamberlain announces the drink and its contents and states that

   "One can always elect a proxy drinker. You may only take ONE SIP. Additionally, the songbook is arranged into various (7) sections. When selecting a song, one need merely provide the title of the song and the corresponding page number."
9. The Lord Great Chamberlain should then approach the Chairman and present the chalice to him.
10. The Chairman should stand, at which point all present member must stand, receive the chalice, and state "Ecce quam bonum et quam jucundum habitare fratres in Bunum."

D. Toasting

1. Then the Chairman delivers the first toast:

   "To Columbia, in perpetuum, in her magnificence, that she may bear fruit for those who seek knowledge."

2. The Chairman then passes the chalice to the Right Honorable Secretary who rises to receive it and toasts to the Rules with the following toast:

   "I toast to the rules, as is traditional: At no point shall the Chalice be put down. You must stand to receive the Chalice and remain standing as long as you have it. You may not toast to anyone in the room. If anyone toasts to God, the United States, Columbia, or the John Jay Society, stand. If 'The Star Spangled Banner' is sung, stand. If the Chairman stands, then you stand. When you pass the Chalice, you must rotate it 180 degrees. You may elect a proxy drinker on your behalf. If you intend to drain the Chalice, say so. Upon declaring intent to drain the Chalice, during your toast, the entire caucus will chant 'Bibe, bibe.' Upon draining the Chalice, the member will then solemnly walk forward and present the Chalice to the Chairman, who inspects the Chalice to ensure that it is empty. If he succeeds in draining the Chalice, the Chairman shall set the Chalice firmly down on the table in front of him and say, 'It has been drained,' and strike the gavel lustily."

3. The remainder of the toasting session is governed by the rules articulated by the Right Honorable Secretary in his toast.
4. After drinking from the Secretary passes the chalice to the Honorable Tribune on his right. The Honorable Tribune toasts to The Society with the following toast and chooses the song Oriuntur ut Luces.

   "To this Society, thrice-blessed and more, that we not be divided by bitter quarrels before our dying day."

5. The Vice Chairman, sitting to the right of the tribune, then receives the Chalice and, as is traditional, toasts to an alumnus of his choosing, and chooses a song in his honor.
6. The chalice shall be passed towards the right, starting with all the senior sometime chairmen present, in descending order of seniority and then on to all present members.
7. The chalice then should be passed around the members, moving always to the right, until it is drained.
8. A member who suspects that he will drain the Chalice should announce his intent and the caucus should chant: "Bibe, bibe" while beholding the attempted feat.
9. If a member drains the Chalice, he should then solemnly walk forward and present the Chalice to the Chairman, who inspects the Chalice to ensure that it is empty. If he succeeds in draining the Chalice, the Chairman shall set the Chalice firmly down on the table in front of him and say, "It has been drained," and strike the gavel lustily.

E. Ending the Toasting Session

1. Once the caucus is no longer in executive session, the toasting session should follow the standard debate procedure starting at Section II, Subsection H.